



PLANNING & DEVELOPMENT SERVICES
385 Kimbark Street, Longmont, CO 80501
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www.ci.longmont.co.us/planning

Site Plan Waiver & Change of Use Application

This form is to apply for a site plan waiver, change of tenant or a change in use.
Sign permits require a separate application and permit process.
A change of use for occupancy purposes may also be required by Building Inspection.

Business Address:	
Name of Proposed Business/Organization:	
Name of Previous Business/Organization:	
Applicant Information	
Applicant Name:	E-Mail:
Address (Include City & State):	
Phone:	Fax:
<i>* Applicant must be either the owner of the property or be a party with a purchase or lease agreement for the property.</i>	
Description of Project/Proposed Use	
Describe the proposed use in detail. If site improvements or site changes are proposed, please attach sketch plans to this application. _____ _____ _____ _____	
Site or building modifications (check all that apply and describe changes): <input type="checkbox"/> Not Applicable <input type="checkbox"/> Paint <input type="checkbox"/> Facade Changes <input type="checkbox"/> Signage <input type="checkbox"/> Landscaping <input type="checkbox"/> Parking Describe: _____ _____ _____ _____	
<i>**For all checked items above, please describe in detail, proposed exterior modifications. If painting, what colors will be used.</i>	

Please check any proposed changes to the following utilities (check all that apply and describe changes):

If any utility changes or upgrades to existing utilities are proposed at the time of building permit application, please be advised that additional information may be required prior to the issuance of the building permit.

- ☐ Not Applicable
☐ Water
☐ Sanitary Sewer
☐ Fire Protection
☐ Drainage
☐ Electrical
☐ Interior Tenant Finish

Describe: _____

If indicated below, please provide the following additional items with your application:

- ☐ Floor Plan (Restaurants, Bars, Schools, Other Assembly Uses)
☐ Hazardous Materials (List all and quantities)

Days/Hours of Operation:	Existing floor area (sq ft) prior to change:
	Total floor area (sq ft) after change:
# of Employees proposed (list shift information if applicable):	# of Parking Spaces Available (Include HC spaces):

Waiver by Planning Director – Section 15.02.090.F(2)(b) of Longmont Municipal Code

The Applicant may request a waiver of site plan review (including limited uses and amendments to previously approved conditional uses) by submitting a written request to the Planning Director. The Planning Director may waive site plan review for construction where the additional building area does not exceed ten (10) percent of the existing building area, on the property, or for changes in use when the Applicant demonstrates that such construction, site change, or change in use is found to meet the following criteria:

- i. The construction, site change, or change in use does not affect on- and off-site traffic circulation or parking areas;
- ii. The construction, site change, or change in use does not affect public utilities or services (including fire suppression/flow requirements), or affect the on-site drainage system;
- iii. The construction, site change, or change in use does not significantly alter the use of the property or cause adverse impacts on surrounding properties and neighborhoods or the environment without mitigating those impacts;
- iv. The construction, site change, or change in use does not result in any safety problems or hazards; and
- v. The construction, site change, or change in use complies with the review criteria stated in subsection F.5 below.

Applicant Certification

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property. In submitting the application materials and signing this application, I acknowledge and agree that the application is subject to all the terms and conditions for a site plan waiver or change in use found the Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this application and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this application and agree to fully comply with the regulations set forth by the City of Longmont any terms and conditions imposed by the decision making body as they relate to the site plan waiver or change in use.

Applicant Signature:	Date:
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Planning Staff Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Denied
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Zoning District:	File Number:
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Per Planning & Development Services

Approval signature	Date
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